



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**National Qualification System
DAMAGE ASSESSMENT COORDINATOR**

DAMAGE ASSESSMENT COORDINATOR

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Damage Assessment Coordinator (DAC) and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Establish and maintain contact with applicable local, state, tribal, territorial, and Federal representatives: <ul style="list-style-type: none"> ● Appropriate local and elected officials ● Appropriate Emergency Management Director ● State Coordinating Officer (SCO), if different from State Emergency Management Director ● State Disaster Recovery Coordinator (SDRC) ● Local Disaster Recovery Manager 	E, F, I, J		
2. Establish and maintain contact with the lead Federal agencies: <ul style="list-style-type: none"> ● Federal Emergency Management Agency (FEMA): <ul style="list-style-type: none"> ○ Regional Administrator ○ Federal Coordinating Officer (FCO) ○ Federal Disaster Recovery Coordinator (FDRC) ● Department of Homeland Security (DHS) ● Small Business Administration (SBA) ● Department of Health and Human Services (HHS) 	E, F, I, J		

2. Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

2a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Ensure that the work completed is consistent with direction, policy, and incident objectives: <ul style="list-style-type: none"> • Appropriate Emergency Manager direction • IAP goals and objectives • Other planning goals and objectives 	E, I		

2b. Behavior: Coordinate damage assessment efforts

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Act as the principal organizational point of contact (POC) for coordinating damage assessment activities.	E, F, I, T		
5. Aggregate and submit damage assessment information and documentation.	E, I		
6. Brief staff and stakeholders on the event and assessment objectives, criteria, and timelines.	E, F, I		
7. Coordinate with the local, state, tribal, territorial, and Federal government as appropriate to schedule joint preliminary damage assessment field assessments.	E, F, I		
8. Ensure that damage assessment field teams have the access and support necessary to complete objectives in an organized and efficient manner: <ul style="list-style-type: none"> • Arrange appropriate transportation, facilities, and equipment for field teams 	E, I		
9. Ensure that personnel conduct all damage assessments according to FEMA-defined criteria.	E, I		
10. Ensure the provision of appropriate technical or subject matter expertise to support damage assessments.	E, F, I		
11. Establish operational strategy, schedules, and reporting requirements.	E, F, I		
12. Identify and train personnel to assess damage to homes and infrastructure according to FEMA criteria.	E, F, I, J		
13. Identify and train personnel to assess damage to roads and bridges, water control facilities, public buildings and contents, public utilities, and parks, recreational, and other facilities.	E, F, I, J		
14. Identify potential PA applicants and instruct them to collect required information and supporting documentation according to FEMA PA guidance.	E, F, I, J		
15. Identify primary local, state, tribal, and territorial government POC for environmental, historic, mitigation, and other special considerations.	E, F, I, T		

16. Oversee the development of a local, state, tribal, or territorial damage assessment summary.	E, F, I		
17. Participate in the exit briefing at the conclusion of the damage assessment operation.	E, F, I		
18. Provide impact statement information per FEMA, OFA, or authority having jurisdiction (AHJ) damage assessment guidance.	C, E, F, I, T		
19. Provide maps locating damage within the jurisdiction.	E, I, J		
20. Provide support to federal grant eligibility questions.	I		
21. Provide support to PA program eligibility questions and IA damage determinations.	I		
22. Serve as an expert on local, state, tribal, or territorial disaster history, unique cultural considerations, and other challenges that may complicate recovery.	E, F, I, T		

3. Competency: Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

3a. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
23. Coordinate with other appropriate personnel: <ul style="list-style-type: none"> ● Receive and transmit current and accurate information ● Communicate changes to the incident action plan (IAP) or relevant plans ● Inform appropriate team members of significant changes in operations, including briefings and debriefings ● Inform supervisor of all changes in status of resources assigned to the operation and keep status current ● Provide supervisor with operational status for incident status summary and situation reports ● Proactively determine need for input and advice to enhance situational awareness of senior staff 	E, F, I		